

# **AECSA in Amman**

## **Vacancy Announcement**

The American Embassy Community Services Association (AECSA), located at the U.S. Embassy in Amman, Jordan, is seeking an individual to work as an Assistant Manager/Catering and Event Coordinator. This is a full-time position that is open to all Eligible Family Members at post.

The incumbent will maintain overall responsibility for coordinating all of AECSA's catering and events. Duties include: Informing the executive chef of catering requirements to ensure availability of provisions; drafting and determining price for catering menus; working with outside vendors as needed for AECSA events; coordinating with the Community Liaison Office for embassy community functions; processing and tracking all catering orders and ensuring that all orders are fulfilled; and scheduling AECSA life guards and catering staff for events where required. Acts as General Manager in the General Manager's absence and works in tandem with the General Manager to jointly administer the daily operations of AECSA. This person will also oversee and coordinate the AECSA summer camp program in conjunction with the Camp Director.

The person who fills this position must have relevant experience in the hospitality industry, event planning, or a related field plus completion of high school. Also, the incumbent must be willing to oversee some of AECSA's evening and weekend events as well as be comfortable with ordering and purchasing alcohol and pork products. A bachelor's degree is desired, but not required. Salary will be commensurate with experience. The person who fills this position must be available to work the majority of the summer. Position to start as soon as possible.

### **INSTRUCTIONS ON HOW TO APPLY:**

**Applicants should submit a resume and cover letter. Applications submitted by e-mail should be sent to: [Gooden-HeltonJL@state.gov](mailto:Gooden-HeltonJL@state.gov). In the e-mail subject line, applicants must list the title of the position. Applications can also be dropped off in person at the AECSA office to the attention of Justina Gooden-Helton, AECSA General Manager.**

**The deadline for this application is Wednesday, February 26th.**